

National Institute of Science Communication And Information Resources

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Minutes of the Meeting of the Apex Coordination Committee held on 20 June 2012 at S V Marg Campus

Meeting of the Apex Coordination Committee was held on Wednesday, 20 June 2012 at 11.30 am at the S V Marg Campus. The following ACC members attended the meeting:

1. Director Chairperson
2. Mr Gauhar Raza
3. Mr Rajiv Mathur
4. Mr Ashok K Chawla
5. Ms V V Lakshmi

Mrs Deeksha Bist being on leave did not attend the meeting.

The following permanent invitees attended the meeting:

1. Mr R.P. Sharma, Sr. CoA
2. Dr G. Mishra, F&AO
3. Mr V K Julka, S&PO

Mrs Simesh Verma, CoA being on leave and Mr V K Anand, FAO busy with the Internal Audit party could not attend the meeting

In absence of Mr Hasan Jawaid Khan, Mr Rajiv Mathur recorded the proceedings of the meeting.

In the beginning Mr Chawla pointed out that in the minutes of the 4th May meeting of ACC, item no. 7 (renovation of Periodicals Hall), it may be read as: "Mr Gauhar Raza suggested creating of separate structure to house the museum (RHMD) to make space on the floor. However the expenditure justification was a question and the conclusion was to keep the issue pending for some time".

The agenda items discussed and deliberations held during the course of the meeting are as follows:

- 1. Rationalizing printing procedure and costing:** The draft of the procedure for undertaking printing works in NISCAIR and costing (enclosed) was presented by Dr Mishra for discussion and fine-tuning. It was decided that at S.No. 1(b) "miscellaneous statutory forms of Institute, bill books etc." may be added under Printing jobs. Further, at S.No 5, the matter under col. 'Remarks' may be read as: "Request for printing, after obtaining inputs from Head, Sales and Marketing, is to be given to Head, Print & Production who will process the proposal." It was suggested that in view of large no. of publishing houses for S&T books available, NISCAIR need not undertake printing of books. It was decided that this matter may be further discussed in next meeting. However, it was agreed upon that NISCAIR will honour all existing commitments of printing of books which are in pipeline.
- 2. No Smoking in NISCAIR:** Mr Chawla informed that a area near the Security Room in the S V Marg campus has been designated as 'Smoking Zone'. It was felt that a Committee to implement no smoking at the two campuses needs to be constituted. However it was informed that there already exists such a committee. It was decided that the matter may be placed before the next ACC for further deliberation.
- 3. Rational utilization of EFC:** ACC was informed that the OM has been recently issued and since Finance and Accounts section is busy with the internal audit, meeting would take place soon.

Action by F & AO

- 4. Recruitment of Group III personnel:** ACC was informed that the OM has been recently issued and since CoA (Member-convenor) has proceeded on leave, meeting will be held soon. Further, it was decided that the OM (no. 8/Misc./ACC/G/2012, dt. 04 June 2012 may be amended by including Sr. CoA or CoA as Member-Convenor.

Action by Sr. CoA

5. **Review of status of NISCAIR Diamond Jubilee activities:** ACC was informed the OM nominating Ms Deeksha Bist as Chairperson of CSIR Foundation Day Committee and Committee to decide on memento to be given to all the employees during Diamond Jubilee year has been recently issued and since the Chairperson is on leave, meeting of the committee could not take place. Further, it was decided that the OM under reference (no. 8/Misc./ACC/G/2012, dt. 04 June 2012) may be amended by including Sr. CoA or CoA as Member of the Committee.

Action by Sr. CoA/S.O.(P)-Member-convenor

To update on Diamond Jubilee (DJ) activities, Mr Chawla informed that as part of DJ activities, an international conference (International Conference on Climate Change and Himalaya: Current status and future perspectives) will be held during 27-29 September 2012 and as proposed by Dr J S Pillai, the Convenor of the Conference, all expenses of the Conference will be borne by external sources. He further informed that the celebration of CSIR Foundation Day as well as Valedictory function of NISCAIR DJ activities will be held on Sunday, 30 September 2012 and in lieu of this any other day (to be proposed by the Chairperson, CSIR Foundation Day Committee) may be declared as holiday. Mr Chawla informed that names of a couple of persons have been identified for inviting as Chief Guest and they are being approached for their availability.

6. **Suggestions for Improving IJMS Quality:** With regard to the note of Dr J.S. Pillai dated 10.05.2012, ACC reviewed its decision of 4 May 2012 and stands by its decision of constitution of a committee with Dr Dinesh Abrol (NISTADS) as Chairperson to go into the recommendations of Dr Rajiv Gupta's Committee and also suggest measures for the betterment of all the NISCAIR journals. The OM for the same has already been issued.

7. **Rationalisation of Human Resources of NISCAIR based on "CSIR Leadership Conference":** Shri Ashok Chawla pointed out that in place of ".....a three-member committee consisting of.....", as given in the minutes of 4 May meeting should be corrected as ".....a four member committee, consisting of Director, Mr Gauhar Raza, Mr Rajiv Mathur and Mr Ashok Chawla.....". It was agreed up on that the committee will prepare the HR document by 30 June.

Action by Mr Gauhar Raza, Mr Rajiv Mathur and Mr Ashok Chawla

8. **Other items discussed in the meeting:**

- i. Mr Ashok Chawla informed that as it may take some time to have new telephone exchanges and floating of tender, the present AMC of the existing exchanges may be extended for a further period of two months.

Action by Mr Ashok Chawla/Sr CoA

- ii. Issue of file movement within the campus and also between the two campuses was again discussed. Mr R.P. Sharma informed that he will shortly discuss the matter with the R&I staff of the two campuses and will sort out the issue soon.

Action by Sr. CoA

9. **New Agenda Items proposed by Shri Ashok Chawla:**

Due to paucity of time the items could not be discussed at length and it was decided to take them up in next ACC meeting. The issues are as follows:

- (a) Hosting of circulars/OMs on homepage.
- (b) Deduction of ½ day CL for three late comings.
- (c) Panel of agencies for hiring of vehicles.
- (d) Restructuring/strengthening of Sales and Marketing Division.
- (e) AC maintenance at Pusa (additional item)

Mr Gauhar Raza raised the concern of stray dogs, specially in Pusa Campus. It was decided that Sr. CoA will issue an order asking (i) staff members to not to feed stray dogs and (ii) Security to scare away the dogs as far as possible. Further, in-charge security, Mr Pankaj Gupta may be asked to come out with a solution to deal with stray dogs.

Action by Sr. CoA

Submitted for kind approval.

(Rajiv Mathur)

Director